



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD

JOB OPPORTUNITY

Date Posted:

December 8, 2011

Position Action #:

1112-144G6

Position:

Management Services Technician

Tenure, Time Base:

Permanent, Full Time

Salary Range:

\$2495 - \$3064 Range A

\$2817 - \$3426 Range B

Contact:

Maria Hidalgo (619) 521-3300

Location:

San Diego Office of Appeals
3517 Camino Del Rio South, # 310
San Diego, CA 92108

Final Filing Date:

December 15, 2011

A Freeze Exemption has been approved for this position.

POSITION DESCRIPTION:

Under general supervision of the Legal Support Supervisor I, the Management Services Technician performs a variety of functions, including the analysis of complex and sensitive cases. The position requires a high degree of initiative, independence and originality involving a wide variety of responsibilities, involving thorough knowledge of the appeals process and Employment Development (EDD) procedure.

FUNCTIONS:

- Analyzes a wide variety of complex and sensitive cases to include Tax, Trade Disputes, Disability Insurance, Unemployment Insurance, Ruling, Training Extension, multiple claimant cases and Remanded cases.
- Reviews each case to determine type, issues, validity, and timeliness. Makes independent judgment determinations when reviewing and/or processing case files associated with multiple department programs.
- Applies detailed knowledge of program and tax, unemployment insurance, and tax laws to process cases where guidelines are unclear.
- Researches, analyzes, and applied the California Code of Regulations and the California Unemployment Insurance codes to determine type, validity, and timeliness of each case; and to resolve issues. Independently acts as expert staff resources responsible for consultation in all complex program areas.
- Determines accuracy of incoming cases and make any computer changes needed to facilitate a timely scheduling of those cases.
- Researches, gathers, and analyzes information for use in investigations and in adjusting complaints and preparing reports on behalf of employer representatives.
- Determines locations of parties, appeal dates, special notes; availability of parties, subpoena requests, and appealable issues.
- Communicates with parties verbally and/or in writing, regarding: postponements, telephone hearings, schedule changes and legal documents such as subpoenas after a judicial review and take appropriate action.
- Acts as resource person for all EDD contacts regarding questions that arise during the initial verification process.
- Prints calendar cards, files case folder daily, and mails hearing notices.

- Assists in training employees and analyzes regulatory changes to ensure all information provided is current and accurate.
- Performs other duties as required.

WHO SHOULD APPLY:

- Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a current employment list, or former state employees with reinstatement eligibility. SROA/SURPLUS candidates will be given priority.
- SROA and surplus candidates should attach “surplus letters” to their application. Failure to do so may result in your application not being considered.

Submit a Std. 678 State Application to:

CUIAB, Administrative Services/Personnel Section

ATTN: Srey Touch, Personnel Technician
2400 Venture Oaks Way, Suite 400
Sacramento, CA 95833

PLEASE NOTE:

- **Please write Position Action # “1112-144G6” on your application and indicate the basis of your eligibility in the job title section. Candidates whose eligibility is based on an employment list should submit a copy of their examination results. Applications without this information may be rejected.**